

STATINTL

 ARO, Medical Staff

7-5-63 1963

Chief, Records Management Staff

Records Control Schedule for Assessment and Evaluation Staff

Attached is the Records Control Schedule for the Assessment and Evaluation Staff. At the time the functions of this Staff were transferred to the Medical Staff from the Office of Training the records schedule was being revised. The OTR/ Area Records Officer asked that it be forwarded to you after approval.

The schedule covers 543 cubic feet of records and reflects many changes from the previous schedule. The items have been numbered in straight numerical sequence and should be made a part of the existing Medical Records Control Schedule. The numbers appearing in parenthesis below the item numbers are cross references to the item numbers on the superseded OTR schedule. These may be useful in identifying material that the ASE Staff transferred to the Records Center.

I am forwarding two copies of the schedule for your use and sending one copy to the Records Center. If you have any questions don't hesitate to call us.



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Distribution:

- Orig & 1 - Addressee
- 1 - OTR/ARO
- 1 - Records Center
- 1 - RMS File

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DDS/RMS/RS&  mb (25 Jan. 63)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
24.	BATTERY CARD FILE (CONT'D)	SECRET	
	b. <u>Clerical</u>		
	(1) DAT - 5x8 battery cards used to record scores of employees taking the Differential Aptitudes Tests. Other information includes name, education, Agency component, job title, and grade. Filed alphabetically. (1957-1961)	3.5	Temporary. Retain in current files area for 5 years, then retire to Records Center. Destroy 5 years after retirement.
	(2) SET - Field Test Record Card used to record scores of applicants taking the Short Employment Tests in the field. Other information includes name, education, place and date of testing, position and grade for which being considered, name of recruiter, and final disposition. Filed numerically by fiscal year.		Temporary. Destroy when 5 years old. Retain in current files area for current ^{1 year} and previous ¹ year, then retire ^{7/463} to Records Center. RD
25.	ANSWER SHEET FILE		
(89) (90) (116)	a. <u>Professional</u> . This file includes answer sheets for all individuals tested on the professional test batteries of the A&E staff. These are used by the Branch for research in the development and improvement of the Staff's Testing capabilities. Filed by testing number for each test. (Current)	4.0	Temporary. Retain in current files area for 6 months, then destroy.
	b. <u>Clerical</u> . This file includes DAT and SET answer sheets for all persons tested at Headquarters and in the field. Filed chronologically. (Current)		Temporary. Retain in current files area for 6 months, then destroy.
		SECRET	

*Deleted per memo 13 Aug 64
ans. sheets incorporated in items 2 or 15
as appropriate. 17 Aug RD*

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
26. (122)	TEST SUPPLY This consists of tests and blank answer sheets used by the Branch for the various test batteries. Tests include such subjects as work attitudes, temperament, vocational interest, intellectual ability, clerical aptitude, and language aptitude.	SECRET 60.0	Temporary. Destroy when obsolete, superseded, or revised.

SECRET